

EDITED KSAPC LISTING

CLASSIFICATION: TREATMENT TEAM SUPERVISOR

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of attitudes, problems, behaviors, principles, techniques, methods and trends in the treatment and training of youthful offenders to correct negative behaviors and promote socially acceptable behaviors.
K2.	Comprehensive knowledge of the purpose, organization and administrative practices of the Juvenile Parole Board and the California Department of Corrections and Rehabilitation (CDCR) in order to provide direction and guidance for youthful offenders utilizing the Integrated Behavioral Treatment Model (IBTM).
K3.	Advanced knowledge of the principles and techniques of custody, supervision, discipline, and security of youthful offenders to provide a safe and secure work and living environment.
K4.	Comprehensive knowledge of the principles and techniques of personnel management, organization, administration and employee supervision and training to effectively provide guidance, direction and leadership to assigned staff.
K5.	Comprehensive knowledge of a manager's responsibility in promoting equal opportunity in hiring and employee development to ensure an environment free of discrimination, violence and harassment for youthful offenders and staff.
K6.	Comprehensive knowledge of the administration of collective bargaining agreements, labor management relations policies and grievance handling in order to ensure compliance for employee related work issues and conditions (e.g., shifts, posting patterns, workload, etc.).
K7.	Basic knowledge of the principles and practices of organization administration including program planning, monitoring, evaluating and budgeting in order to effectively manage youthful offender treatment programs.
K8.	Comprehensive knowledge of training and motivational techniques in order to enhance staff development and promote a cohesive work/living environment.
K9.	Comprehensive knowledge of the principles and techniques of personnel management and employee supervision in order to ensure appropriate management and accountability of treatment team staff members.
K10.	Comprehensive knowledge of the IBTM risk factors of youthful offenders in order to identify individual treatment/behavioral issues and access appropriate resources.
K11.	Comprehensive knowledge of diverse racial and cultural characteristics of youthful offenders and how these characteristics impact the correctional setting in order to maintain a safe and secure work/living environment.
K12.	Comprehensive knowledge of the practices and techniques of recreation, academic, vocational education and counseling in order to provide the most effective case plan for youthful offenders.
K13.	Advanced knowledge of departmental and institutional policies in order to ensure compliance with all CDCR rules, regulations and mandates.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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Knowledge of:	
K14.	Advanced knowledge of provisions and procedures of the Disciplinary Decision Making System (DDMS) and Wards Rights/Grievance System in order to ensure due process and compliance with departmental requirements.
K15.	Comprehensive knowledge of departmental programs (e.g., health and safety, training, suicide prevention, use of force, staff assault reviews/committee, etc.) in order to ensure compliance with departmental requirements and mandates.
K16.	Comprehensive knowledge of departmental Remedial Plans in order to ensure services are provided to the youthful offender population in compliance with departmental requirements and mandates.
K17.	Comprehensive knowledge of progressive discipline and corrective actions to initiate adverse action with assigned staff to correct substandard behavior/performance.
K18.	Comprehensive knowledge of the IBTM components to include CA-Youth Assessment Screening Instrument (CA-YASI), Cognitive Behavioral Interventions, Strength Based Positive Reinforcement Systems and Youth Incentive Program to reinforce desired behavior.

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KSAPC Statements	
Ability to:	
A1.	Formulate programs for the treatment and training of youthful offenders committed to the care of the CDCR in order to educate and rehabilitate.
A2.	Apply the principles, techniques and trends in the development of a treatment program for youthful offenders.
A3.	Communicate effectively at a level necessary to establish and maintain professional and cooperative relationships within interdisciplinary treatment teams, institutional staff and community stakeholders.
A4.	Establish and maintain professional and cooperative relationships within interdisciplinary treatment teams, institutional staff and community stakeholders.
A5.	Review case plans and assessments to provide recommendations to staff in order to ensure public safety and establish strategies for the successful rehabilitation and reintegration of youthful offenders.
A6.	Coordinate an integrated team approach consisting of staff representing the disciplines of security, casework, medical, mental health, counseling, recreation and the academic/vocational education program in order to ensure public safety and establish strategies for the successful rehabilitation and reintegration of youthful offenders.
A7.	Apply fair, firm and consistent discipline to staff and youthful offenders in order to maintain accountability, due process and promote a safe and secure work/living environment.
A8.	Prepare various documents (e.g., log notes, e-mails, reports, compliance reviews, outcomes, recommendations, audits, etc.), to disseminate and communicate information
A9.	Analyze situations accurately in order to make appropriate decisions and take timely and effective action.
A10.	Think and act quickly in emergencies to ensure the safety and security of staff, youthful offenders and the public.
A11.	Supervise, plan, organize, direct and monitor the work of others in order to ensure the effectiveness of program operations by meeting deadlines, time constraints and adjusting to changes and assignments.
A12.	Train, evaluate, monitor and discipline subordinate staff in order to develop staff, maintain accountability and promote a safe and secure work/living environment.
A13.	Promote Equal Employment Opportunity (EEO) within the workplace which is free of discrimination and harassment to meet the department's EEO objectives.
A14.	Effectively utilize departmental approved data processing systems for information input, retrieval and oversight.

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KSAPC Statements	
Personal Characteristics:	
PC1.	Demonstrate emotional maturity and stability to provide a positive example for staff, youthful offenders and the public.
PC2.	Demonstrate an empathetic and objective understanding of the programs of youthful offenders.
PC3.	Demonstrate the ability to work impartially with and accept the various racial, ethnic and cultural differences of staff and the youthful offenders in custody.
PC4.	Demonstrate the ability to inspire the respect and confidence of staff and youthful offenders.
PC5.	Demonstrate leadership characteristics and good judgment.
PC6.	Demonstrate honesty when communicating with staff, youthful offenders and the public.
PC7.	Demonstrate integrity in working relationships with staff, youthful offenders and the public.
PC8.	Demonstrate tact when communicating with staff, youthful offenders and the public.
PC9.	Demonstrate patience to deal with staff and youthful offenders in a variety of situations.
PC10.	Demonstrate high moral standards and adhere to the Departmental Code of Ethics.
PC11.	Demonstrate punctuality and commitment to work irregular hours, including weekends and holidays and to report for duty at any time emergencies arise.
PC12.	Demonstrate sound physical, mental and emotional health to perform assigned duties.
PC13.	Demonstrate sufficient strength, endurance and physical agility necessary to meet the demands of the job.
PC14.	Present a neat personal appearance to represent the department.
PC15.	Demonstrate keenness of observation to monitor the tone of the program.
PC16.	Demonstrate a continuous satisfactory record as a law-abiding citizen.
PC17.	Demonstrate a willingness to travel.
PC18.	Work with staff to implement changes within the treatment programs.
PC19.	Make recommendations to the appropriate institution administrator regarding procedural changes.
PC20.	Demonstrate the ability to adapt effectively to change.
PC21.	Demonstrate the ability to effectively communicate.
PC22.	Demonstrate the ability to elicit cooperation from youthful offenders and staff.
PC23.	Demonstrate a cohesive attitude when working with others.
PC24.	Demonstrate a goal oriented, solution focused attitude.